

**Final Minutes  
James City Regional LHRC  
April 19, 2012**

**Members Present:** Chair, Cheryl Jones, Chair, Richard Cottingham, Diane Cooper.

**Others Present:** Tim Jones, OHR, Victory Whitaker- Fam Matters, Gail Gay & Rose Elam - Elam House/Dominion Services For All People (DSFAP), Elmira King - Milestone Counseling, Valerie Futrell - 1Life 1Love, Inc., Patricia Wooten – Tidewater Therapeutic After School Program (TTASP).

**Members Absent:**

**Call to Order:** The meeting was called to order by Cheryl Jones, Chair at 9:03 a.m.  
The meeting took place at Fam Mat- 754 Maguire Place Unit A- Newport News, VA.

**Adoption of Agenda:** A motion was made, seconded and approved to adopt the agenda

**Approval of Minutes:** Minutes from January meeting not available; will be available and approved at next meeting; July 19, 2013

**Public Comments:** None

**Old Business:** None

**New Business:** DSFAP: The resident handbook and level system were approved by the LHRC.  
TTASP: Behavior Management Policy changes were not approved. The LHRC requested that the program make revisions and resubmit them to the LHRC.

**Advocate Report:** Mr. Jones reminded LHRC affiliates that they should have received an email from Ms. Walsh regarding the new reporting system (CHRIS). Phase I has already started for larger facilities. Phase II is geared for ICFMRs. There will be an instructional training at Eastern State Hospital on April 23rd at 1:00pm for Phase II providers. Mr. Jones also reminded LHRC affiliates that all complaints need to be reported, formal and

informal. Any level and point systems must be brought before the LHRC prior to implementation. Whenever the capacity of an individual to consent for treatment is in doubt, the provider should obtain an evaluation from a professional (professional not directly associated with the individual). This evaluation needs to be reviewed every 6 months; unless it has been indicated in the past evaluation the individual is not accepted to regain capacity. The Provider should be documenting annually the individual's capacity to make decisions. If the person has a legal guardian issued by the court, the Director of the program needs to place a statement in the medical record (chart) that they will utilize the legal guardian placed by the court. The court order supersedes Human Rights. This information can be located in the state regulations under 12VAC35-115-145 (Determination of Capacity to give Consent or Authorization).

A reminder was made to the programs that the quarterly reports should be mailed to the LHRC members and Mr. Daye two weeks prior to the meeting.

Affiliates reports:

1. **Family Matters-** 0 reports of allegations of abuse/neglect, 0 total counts by type and 0 total counts by how occurred. 0 Complaint cases/resolutions. Census-22
2. **Elam House- reported** –Currently licensed. Licensing agent- Barry Lee. Current Census 3. 3 allegations of abuse/neglect. 0 cases pending, 3 cases closed. Total alleged by type 3-neglect. No open/unresolved complaints.
3. **DSFAP-** census-22, 2 allegations of alleged abuse, 0 cases pending, 2 cases closed 0-physical cases. Total counts occurred by type-1 peer on peer. Total alleged by type 2-neglect, 0 restraints, 0 complaint cases pending.
4. **Milestone-** 44 censuses, 0- abuse/allegations alleged by type and occurred by type, 0 complaint cases, and 0 complaint cases pending.
5. **1Life1Love - 35** census, 0- abuse/allegations alleged by type and occurred by type, 0 complaint cases, and 0 complaint cases pending.
6. **Tidewater Therapeutic After School Program – (Not licensed at this time)** 0 census, 0- abuse/allegations alleged by type and occurred by type, 0 complaint cases, 0 complaint cases pending.

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**Public Comment:** none

**Other Business:** none

Local Human Rights Committee voted to go into closed session to interview complaints and allegations of abuse according to Va. Code- 2.2-3711A for the purpose of hearing abuse and complaints reported for DSFAP and **Elam House**. The committee voted to come out of closed session. Upon entering information in open session each member certified that the only thing discussed while in closed session were the abuse and complaints for the above noted programs.

**Next Meeting:** **July 19, 2012-** 9:00 a.m. at 758 Maguire Place, Unit A- Newport News, VA.

**Adjourned:** The meeting was adjourned by Cheryl Jones at **10:25** a.m.

Typed by James City Regional LHRC Support Secretary \_\_\_\_\_

James City Regional LHRC Chair \_\_\_\_\_  
**Cheryl Jones**